

	APPROVED	POLICY NO.	11
	<b>ACCIDENT REPORTING POLICY</b>	EFFECTIVE DATE	June 28, 2023
		REVISION DATE	

## BVPA Mission

Our mission is to develop pickleball as a sport for all in the Bow Valley by promoting the health, physical and social well-being of its members through offering organized recreational and competitive play in an atmosphere of collegiality and sportsmanship.

## Purpose

This policy is intended to provide response and reporting procedures when a member of the BVPA is injured during play.

## Defining Incidents

All unexpected events are incidents. However, not all incidents are accidents or near-misses.

An ACCIDENT is an incident that resulted in an injury.

A NEAR-MISS is an incident that had the potential to cause human injury but did not.

All accidents at or during a BVPA event must be followed up with a Pickleball Canada Event Incident Report.

All near-misses are to be reported using the BVPA Incident Report.

## Reasons for Reporting

- By reporting even minor injuries, BVPA can gain a better understanding of the circumstances that made the injury possible, which will allow us to take steps to avoid those situations in the future.
- When injuries do occur, having information compiled and documented in reports can help medical professionals better understand the situation and help to treat the member.
- Because details fade over time, it is critical to fill out the Pickleball Canada Event Incident Report as soon as possible so that the important details can be preserved.
- Having the completed report will facilitate BVPA support for the injured member should they need to make a claim to use any available sport injury insurance provided by their membership.

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## Reporting

- All injuries from minor to complex must be reported and documented using the PCA Event Incident Report.
- The report covers the onset of the injury time period only and must be completed **onsite** as soon as possible after any available first aid has been provided.
- Completed reports shall be left in the court binder and the BVPA President will be notified by email.
- Reporting is required by Rental Agreement with the Town of Canmore. The Secretary will send the reports to the Facility Booking Coordinator.
- The BVPA President or Secretary will submit the PCA Event Incident Report to Pickleball Canada.
- The BVPA Secretary will store all incident reports, for injuries and near-misses, on the BVPA shared drive, for a period of not less than 10 years from the date of the accident.

## Member Injury Response Procedures

Fellow members take a leadership role in caring for the injured player.

- If in doubt about the seriousness of the injury, call 911.
- If necessary, make arrangements to transport the player to a treatment facility.
- As soon as possible, gather information on the incident and fill out the PCA Event Incident Report. Once reported, this document should be given to the BVPA President.

## Immediate Discontinuation of Play

Any blow to the head, face or neck, or somewhere else on the body that causes a sudden jarring of the head may cause a concussion. Examples include hitting one's head on the floor or running into a wall or another person.

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**If a player falls to the court surface and his/her head touches the court surface in any way and however briefly, that player must immediately cease playing for that day.**

### Revision History

Date	Rev. No.	Change

### References

- Bow Valley Pickleball Association Bylaws
- BVPA Near-Miss Reporting Policy
- PCA Event Incident Report